



STATE OF NEVADA
Nevada State Board of Massage Therapy
111 W. Telegraph St., Suite 200
Carson City, Nevada 89703

Governor Kenny Guinn

BOARD MEMBERS

- *Billy Shea, Chair
- *Deborah Wenig, Vice Chair
- *Karen Sartell, Sec./Treas.
- *Reagan Alexander

* Present

BOARD MEMBERS:

- *Joe Cracraft
- *Paula Spradling
- *Michelle Viesselman
- *Linda White

*Keith Marcher, Attorney
General's Office

Minutes

DATE: June 5, 2006
TIME: 1:30 p.m.

LOCATION:

Nevada Department of Justice
Office of The Attorney General
100 North Carson Street
Carson City, Nevada 89701

VIDEO CONFERENCE LOCATION:

Grant Sawyer State Office Building
Attorney General Conference Room 4500
555 E. Washington Ave
Las Vegas, Nevada

1. Roll call/Introduction of Board Members

All Board Members were present. Joe Cracraft was introduced as the newest Board Member.

2. Discussion/possible decision on electing chair and/or any other position that may be vacated due to electing a new chair

The Board decided that the election of the new Chair would take place at that time. A nomination was made and seconded for Billie Shea as the Chair. The vote was unanimous and Ms. Shea assumed the role of Chair. This left a vacancy in the Secretary/Treasurer position. A nomination was made and seconded for Karen Sartell as the Secretary/Treasurer. The vote was unanimous and Ms. Sartell assumed the role of Secretary. The Board thanked Debra Wenig, Vice-Chair, for her willingness to serve as interim Chair until this election.

3. Discussion/Approval on Board Minutes from Prior meeting

The minutes from the May 1, 2006 meeting were approved

4. Financial Report (bank balance, expenditures, outstanding bills) and decision on which bills to pay - Billie Shea

Ms. Shea reported that there were no changes in the financial statement. She had not yet received the deposit from Ms. Spradling from the May fundraiser. Ms. Spradling reported that she had not mailed the deposits yet and handed them to Ms. Sartell. The deposits were in the amount of \$3,950.70.

Ms. Shea reviewed the outstanding bills and recommended that the Attorney General's office be paid \$500 for services rendered. She also recommended that for the short term, until sufficient license fees have been received, that the Board utilize state-approved outside services/vendors to accomplish the administrative tasks.

The financial report was approved by the Board.

- a. Discussion/possible decision on purchasing computer equipment/software and printer with ability to produce archival certificates or licenses

The Board decided that it was too early to make this decision. Ms. Shea stated that temporarily she could manage the administrative work using her own equipment.

- 5. Discussion/possible decision on the application packet for currently licensed massage therapists
 - a. approval of the complete application packet
 - b. decision to start using this application packet
 - c. and when to start accepting applications

Ms. Shea reminded the Board that, in a prior meeting, the Board had approved the packet for currently licensed massage therapists. She asked that the Board review the packet now and resolve any perceived problems prior to posting the application on the web. Mr. Regan pointed out that there had been concerns regarding the logistics of fingerprinting. He introduced Cinda Loucks, Director of Fingerprinting at the Las Vegas Metropolitan Police Department. Ms. Loucks described how the Las Vegas Metropolitan Police Department processed the fingerprinting cards. She produces the cards for \$10 each but she cannot run any fingerprint card that is already marked. However, the applicant will complete the card at the fingerprint facility with appropriate identification checks to verify that the individual has completed the form correctly. After discussion, the Board agreed that this system, as described, would work.

The Board then reviewed several draft license documents that would be issued once the application was approved. They chose one prepared by Michelle Viesselman and Paula Spradling. Lana Hammond, City of Henderson Business Licensing Division, asked to speak to the Board. She suggested that the licenses include the applicant's address and asked that an issue date be added. After discussion, the Board decided that the address would not be placed on the license itself but that the license document would be produced so that the mailing label would be on the same page and could be seen through a window on the envelope. Ms. Viesselman stated that she would make the modifications and forward the finished product to the Board.

- 6. Status report and discussion on process of drafting regulations and suggestions on regs that need attention first - Karen Sartell

Ms. Sartell referred the Board to a draft of the regulations regarding applying for a license. Mr. Marcher informed the Board that this regulation was not needed and suggested that the Board refer to the Nevada Regulatory Statutes (NRS) that specifies topics for which an administrative code must be written. The Board should begin with continuing education requirements.

- a. discussion/possible decision on Nevada Administrative Codes regulation procedure to complete application for grandfather license - Karen Sartell

The Board will assign its members to write code as the Board formulates policy. At this time, it is too early to write administrative code on the topics specified in the NRS.

- 7. Discussion/possible decision on design of the license - Michelle Viesselman
- This was discussed above during item #5.

8. Discussion/possible decision on attending the American Massage Therapy Association (AMTA) Nevada Chapter meeting in LV on June 19 and 20th with the purpose of representing the massage board to answer questions and hand out applications

Ms. Sartell informed the Board that she had asked Ms. Shea to address the attendees and to be on hand to answer questions regarding licensing. She anticipates that there will be between 80-100 attendees. The Board agreed that this would be appropriate as long as the Board members in attendance complied with the open meeting law.

9. Discussion/possible decision on job description and salary range for Executive Director position for the Board including job posting on website and possible hire date - Shea
Ms. Shea reviewed the job description and salary range for the Executive Director position. The Board suggested some modifications in the description. The Board wanted emphasis placed on prior experience with Boards. Prior investigative experience is desirable but not mandatory. Ms. Shea stated that she would amend the job description and have Mr. Marcher review it and then it would be posted on the web.

10. Discussion/possible decision on letter to be sent to licensed massage therapist's and business license departments introducing the Board and giving information on applying for a license - Shea

The Board reviewed the revised letter and approved it. Ms. Hammond from Henderson informed the Board that the city of Henderson would not mail out the letter. It is understood by the Board that there will be some municipalities who will not be able to mail out the letter and, in those municipalities, the Board will mail out the letter.

11. Discussion/possible decision to allow students the option of choosing the National Exam for States Licensing (NESL) exam instead of the National Certification Board for Therapeutic Massage and Bodyworkers (NCBTMB) exam - Karen

Ms. Sartell reviewed the information that had been sent to the Board prior to the meeting. The NESL exam is the same exam that is used to certify massage therapists. However, there are no qualifications to take the NESL exam. It is left to each state that chooses to use the NESL option to set the qualification requirements. The Board currently does not have any policies regarding qualification requirements. The Board needs to finalize other policies first that would impact on this policy. In addition, the Board needs to review the NRS wording regarding certification. The law may need to be amended to allow this option. Therefore this decision was placed on hold.

12. Discussion/possible decision on setting criteria for continuing education regulation

- a. Define

- i. providers and acceptable credentialing
- ii. Subject matter
- iii. Hours required for license renewal
- iv. Hours as defined to classroom time measurements

- b. Assign task of drafting the regulation to send to LCB for adoption as NAC

This item was placed on hold and will be discussed at the next meeting.

13. Discussion/possible decision to establish a list of acceptable education providers who currently meet or exceed the requirements as outlined by the State of Nevada Commission on Postsecondary Education or the (UCCSN) Nevada Higher Education

There was some discussion regarding this item. Concern was expressed by a Henderson investigative officer that the commission on postsecondary education in other states may not be

aware that it has licensed fraudulent schools. After discussion, the Board asked that this discussion be placed on hold and be brought back for the next meeting.

14. Discussion/possible decision of content and progress on development of Website

a. "Frequently asked Questions" section for Website - Karen Sartell

Ms. Sartell stated that the Frequently Asked Questions had been posted to the web site. She had received new questions today from Clark County Department of Business License and she would add these questions to the web site after review by Mr. Marcher and the Board.

15. Future agenda items

Future agenda items suggested were: licensing for new applicants, accrediting schools, frequently asked questions.

16. Discussion/possible decision on setting date and time for next meetings

The next meeting will be July 10, 2006 at 1:30 pm.

17. Public Comments

Question – does the applicant need continuing education hours (CEHs) at the time of application?

Response – No CEHs are needed at the time of application. They will be needed at the time of renewal.

Question – Henderson does not utilize an FBI check. Will the Board accept SCOPE?

Response – Yes, the Board will accept SCOPE.

18. Adjournment

The meeting adjourned at 4:00 pm.